

# Qwik-Fund

## Check Program Usage Agreement



FIRST Insurance Funding Corp. 450 Skokie Blvd, Suite 1000, Northbrook, IL 60062  
Phone: 847-374-3000 or 1-800-837-3707 FAX: 847-374-3010

Agent/Broker: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By accepting and/or using Qwik-Fund checks, you agree to be bound by the procedures outlined in this agreement.**

Whereas, the AGENT/BROKER has requested use of FIRST's QWIK-FUND Check Program, and,

Whereas, upon acceptance of this agreement, FIRST will furnish AGENT/BROKER with QWIK-FUND Checks, to be completed by and payable to AGENT/BROKER for the purpose of funding certain pre-approved premium finance transactions;

FIRST and AGENT/BROKER jointly agree to the following terms and conditions of the QWIK-FUND Check Program:

- 1) **Pre-printed Payee.** The payee on all QWIK-FUND checks will be pre-printed so that checks are payable only to the AGENT/BROKER. AGENT/BROKER will not issue QWIK-FUND Checks payable to any other party. AGENT/BROKER assumes full responsibility for all QWIK-FUND checks issued to AGENT/BROKER.
- 2) **Authorized Signatures.** QWIK-FUND Checks will be signed by two authorized employees of AGENT/BROKER, as referenced below in this agreement, unless an alternate check signing procedure is agreed upon in writing by AGENT/BROKER and FIRST.
- 3) **Qualifying Agreements.** QWIK-FUND Checks will be used to fund only agreements which:
  - a) have been pre-approved by FIRST, either individually (single quote) or for a class of business (program), and,
  - b) have been properly completed, without typographical or mathematical errors, and,
  - c) have been properly executed by the Insured/Borrower and the AGENT/BROKER, in accordance with the pre-approved quote or program, and
  - d) have no payments past due or due within 10 days after the date of the QWIK-FUND check (payments may be collected by the AGENT/BROKER and deducted from the QWIK-FUND Check amount.)
- 4) **Earliest Date of Funding.** AGENT/BROKER agrees that QWIK-FUND Checks will not be issued and deposited before the "Earliest Date of Funding" for the related premium finance agreement. The Earliest Date of Funding is as follows:

<u>Type of Agreement</u>	<u>Earliest Date of Funding</u>
Immediate Funding	Policy Effective Date
Scheduled Funding	Scheduled Funding Date

In the event an "Earliest Date of Funding" falls on a weekend, the agreement may be funded the next business day.

- 5) **Same-Day Check/Agreement FAX Requirement.** The AGENT/BROKER agrees to FAX to FIRST, no later than 5:00 PM on the day QWIK-FUND Check(s) are deposited to the AGENT/BROKER's account:
  - a) a photocopy of the original QWIK-FUND Check(s) deposited, and
  - b) a photocopy of the premium finance agreement(s) (front side only required if there are no entries, changes, or insertions to the back side of the agreement.)
- 6) **Same-Day Check/Agreement Mailing Requirement.** The AGENT/BROKER agrees to mail to FIRST, postmarked no later than 5:00 PM on the day QWIK-FUND Check(s) are deposited to the AGENT/BROKER's account:
  - a) the first QWIK-FUND check stub (middle of the form) with the account information (insured name, amount financed, less payments and check amount) completed, and
  - b) the original and processing copies of the completed and executed premium finance agreement(s) covered by the QWIK-FUND Check(s).

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- 7) **Daily Procedure Summary.** The following is a summary of the procedure for the AGENT/BROKER to use QWIK-FUND Checks:
- Ascertain that the quote is approved, and the Premium Finance Agreement is properly completed and signed by the Insured and the AGENT/BROKER.
  - Type amount (in words), date, and amount (in numbers) on the top of the QWIK-FUND Check.
  - Type the customer name, amount financed, payments deducted (if any), other adjustments (if any), and check amount on both check stubs. If more than one agreement is funded, indicate totals in each column. Balance the stubs across and down.
  - Get the QWIK-FUND Check signed by two authorized parties.
  - FAX to FIRST a copy of the entire (signed) QWIK-FUND check (check with both stubs), and a copy of the premium finance agreement (front side only if there are no entries on the back side.)
  - Mail the first stub of the QWIK-FUND check (the center part of the form) and the original and processing copies of the premium finance agreement to FIRST.
  - Keep the second stub QWIK-FUND check for your records.
  - Deposit the QWIK-FUND check in your bank account.
- 8) **Voided Checks.** Any checks spoiled or voided for any reason will be indicated as "VOID" across the "amount" block and the signature lines. The entire form for all voided checks must be immediately mailed to FIRST.
- 9) **Order of Check Use.** QWIK-FUND Checks will be used in check number order, within the assigned block.
- 10) **FIRST's Right to Dishonor Checks.** FIRST, through its bank, may dishonor any QWIK-FUND check which is not prepared in compliance with this agreement, or which provides funding for an agreement which, at FIRST's sole discretion, is not acceptable to FIRST.
- 11) **Obligation to Repurchase.** Upon any request by FIRST, the AGENT/BROKER agrees to repurchase from FIRST any QWIK-FUND Check amount(s) paid to AGENT/BROKER for any premium finance agreements for which FIRST would not have issued its own check in the absence of this QWIK-FUND program. These include:
- premium finance agreements which are determined, within 30 days of receipt by FIRST, to be ineligible for financing. This determination is at the sole discretion of FIRST.
  - premium finance agreements, or copies thereof certified by AGENT/BROKER to be true and correct copies, which have not been received by FIRST, and cannot be replaced by AGENT/BROKER.
- AGENT/BROKER agrees that reimbursement under this section will be made via the AGENT/BROKER's check issued to FIRST no later than one business day following the request by FIRST for such reimbursement. Further, AGENT/BROKER agrees that any delay by FIRST in requesting or demanding reimbursement for an ineligible or non-received premium finance agreement is not a waiver of FIRST's rights under this section.
- 12) **Deposit Bank Accounts.** QWIK-FUND Checks will be deposited only into bank accounts maintained in the name of AGENT/BROKER.
- 13) **Authorized Signatures.** AGENT/BROKER acknowledges that any signers of QWIK-FUND checks will be officers of AGENT/BROKER or other employees who are authorized to conduct business in the name of and sign for AGENT/BROKER.
- 14) **Agreements.** By and accepting and/or using the QWIK-FUND checks provided by FIRST, and/or signing the Acknowledgement on FIRST's "New Agent/Broker Start-Up Information" form, AGENT/BROKER agrees to be bound by the points specified in this "Check Program Usage Agreement. By providing AGENT/BROKER with QWIK-FUND checks, FIRST agrees to be bound by this agreement as well.

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SIGNATURE

DATE